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Minutes, Arts & Sciences Professional Standards Committee Meeting, Tuesday, October 21, 2014

Arts & Sciences Professional Standards Committee

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Meeting Minutes October 21, 2014

12:30 -1:45 P.M. in Bush 123

Approved 11/18/2014

Committee Members Terms and Affiliation

Gay Biery-Hamilton, 2013-2015, Social Sciences

Rosana Diaz-Zambrana, 2014 – 2016, Humanities

Kevin Griffin, 2013-2015, Expressive Arts

Fiona Harper, *Committee Chair*, 2014 – 2016 Science

Julia Maskivker, 2013-2015, At-Large

Anne Murdaugh, 2014-2016, At-Large

Jillian Rondeau, 2014 – 2015, SGA rep

Eric Smaw, 2013-2015, At-Large

Anne Stone, 2014 – 2015 CPS

Eren Tatari, 2014-2016, At-Large

Meghan Wallace, 2014-2015, SGA rep

Committee Members in Attendance

Gay Biery-Hamilton, Rosana Diaz-Zambrana, Kevin Griffin, Fiona Harper, Jill Rondeau, Anne Stone, Meghan Wallace, Eren Tatari, Eric Smaw, visitor Claire Strom

Call to order

Meeting called to order at 12:32pm

Approval of Minutes

- Minutes from last meeting approved.

Old Business

- none

New Business

- Discussion with Claire Strom, representative from 2013-2014 *ad hoc* committee on Advising re including Student advising as option in the Promotion and Tenure Evaluation (PTE) process. See attachment for comparison of other colleges and proposed language from that committee.
- Asked Claire to explain why *ad hoc* committee was felt advising option was now needed. Claire indicated the specifics of the new curriculum would be such that it will require more time in advising, thus such advising should be considered for PTE.
- Challenge of students attempting to change neighborhoods on their own when this is not allowed. Students cannot put off the gen. ed. classes and these would be “enforceable” only through advising. Claire discussed the issue with Dr. Jennifer Cavanaugh and Dr. Carol Bresnahan and created committees to track advising, compensating and training. Unfortunately there has not been movement on the report from the *ad hoc* committee. One

aspect that did move forward was realigning Tiffany Griffin's position/duties to begin a process of consulting with departments regarding improved advising. Ideas still being discussed: compensating advising, having advising specialists in each department. The committee completed a survey of various peer and aspirant colleges, which she compiled and presented (see attached). Ultimately the suggestion from this *ad hoc* committee is to include language that will allow advising to be considered under PTE requirements. The hope is this language will open up a broader discussion about advising and how it can be included in PTE consideration.

- Fiona felt there would need to be clarification on the issue of advising as it relates to QEP and that development.
- Claire indicated QEP wants to stay narrowly focused on career and life planning for the students. Gay suggested there should be some clarification from QEP on exactly what would be involved in career & life planning so faculty can best understand how they fit into the equation.
- Fiona asked where the *ad hoc* committee that worked on the language Claire presented would want it to "live." Claire felt it would be best in the faculty handbook, but did note that this was something to still be hammered out and ultimately presented to the A&S faculty. According to Claire, her presentation to PSC was only a first step in vetting the language and ideas it represents and obtaining feedback.
- Fiona suggested possible language that would include evidence of having completed/attended training in advising, evidence of successful use/understanding of Degree Works.
- Claire indicated this advising language is one a department can choose to include and consider as an aspect of assessment for PTE.
- There was discussion as to whether a department chooses to consider advising in their PTE, and the faculty member then would choose where the information would reside in their PTE documents. The language proposed from the *ad hoc* committee only included the faculty member choice, not the departmental choice whether to require advising as a component of PTE in the departmental criteria.
- There followed discussion on how numbers of advisees would be counted when Fox Link does not necessarily show students advised by a faculty member who is a division head and advises students outside their list of advisees on Fox Link.
- Fiona went through the A & S handbook quickly, and felt there might not be a specific area where this language would fit. It was suggested it might be best placed in the Bylaws (possibly in Article IV, between sections 4 and 5).
- Claire asked if this language would necessarily want to be placed in the bylaws or would it be better placed within each department's PTE criteria. Fiona stated that the information being presented by Claire on behalf of the *ad hoc* committee then needed to go to FEC to be vetted there.
- Claire felt ultimately the *ad hoc* committee would want the language to "live" with each department and recognized that this would need to be discussed with A&S as a whole. However it was felt that PSC might still want to take the info forward for departments to consider.
- Fiona indicated that we would need the *ad hoc* committee to add changes discussed in this meeting, and present the information again to PSC before it would be presented to A & S. Claire agreed and would proceed forward with making such language adjustments.

- Fiona indicated she would spend time looking closer at the A&S handbook to see if there was a “best location” for this language to reside.
- Eren suggested language could be included which would suggest a department could review policies in place such as those in the history department which take advising into account for their PTE.
- Claire then described a survey that the *ad hoc* committee, in particular Gabriel Barreneche, was in the process of developing to ask the students about their individual advising experiences each semester. These surveys could then form evidence on behalf of a faculty member’s PTE documents.
- Claire asked if the survey would want to be folded into the inclusion of advising into PTE or if the survey should be a separate entity. It was felt a “packaging” of the information might be best.
- Following the department of Claire, PSC further discussed the student survey as it relates to advising, and how the surveys would be used in PTE properly and responsibly. Specific questions raised were “To whom would the results be submitted? Will they be treated like CIEs and only be available to individual faculty, CEC and FEC members? CIEs are within the current scope of PSC, would this survey then become the purview of PSC?”
- PSC decided to pass along these questions and concerns to Claire, in advance of her return to PSC in the future on this issue.

Adjournment

Meeting Adjourned at 1:38pm